

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Aug 8, 2012		
Station:	KMBC		Drop Down
Sales Region:	NATIONAL		Drop Down
Agency:	SRCP Media Inc		
Advertiser:	Brunner/R/Senate		
Invoice #	932008	Net Invoice Amount	
Invoice Date		Amount Paid	
		Adjustment to Gross Billing \$	200.00
		Adjustment to Net Billing \$	170.00
AE Name:	Meredith Thompson		
SM Name:	Tony Kim		
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT		Drop Down
	(Field Required - must use drop down list)		

EXPLANATION (Please explain in detail):

LUR for the w/o 7/30  
M-F 630p-7p = 4x @ \$575 Lur L2 \$525 total rebate \$200

Revised invoice required? ☐

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: \_\_\_\_\_ by \_\_\_\_\_

Updated 03/15/12